Product:	*BELL ATLANTIC Interval*
UNE – Loop Products (continued)	
Premium LINK (Two-Wire Digital/ ISDN) - New Line (after loop qualification) • New Line 1-9 lines • 1 – 9 lines/ ADL • 10 + lines (After Check for Facilities & Loop Qualification) • 6 + lines Facility Check/Loop Qualification (In areas where required)	 Smarts Clock Greater of 5 days/ Smarts negotiated 72 Hours
2 Wire Digital Loops-ADSL Qualified and 2+4 Wire Digital Loops-HDSL Qualified Loop Qualification 1-5 Loops 6-9 10+ Disconnects	 3 Days 6 Days 12 Days Negotiated 2 days
4 Wire Analog Loops including V-Loops 1-9 Loops 10+ Disconnect	 Greater of 7+ Days or SMARTS Negotiated 2 Days
4 Wire Analog Loops-CCS 1-5 Loops 6-9 Disconnects	 6 Days 12 Days 2 Days

UNBUNDLED ELEMENTS: continued

Product:	*BELL ATLANTIC Interval*
NUMBER PORTABILITY:	
Interim Number Portability: - Associated with Loop Hot Cut	5 days
Remote Call Forwarding ("RCFs")or INP-T if Facilities (trunking) are already in place and Facilities and/or Ports on BELL ATLANTIC and CLEC switches are available: (Stand alone number portability orders only, without unbundled links): • 1-19 Lines/numbers • • 20-100 Lines, and if fac's are available • Other	 3 days 10 Days Negotiated
Local Number Portability (LNP) • 1-19 Lines/numbers • 20-100 Lines • Over 100 Lines	 3 Days 10 Days Negotiated

NETWORK INTERFACE (customer prem.), HOUSE & RISER :	
NID (Customer Premises – Network Interface)	Smarts Clock
House & Riser – (New Install)	
1-9 Lines	Smarts Clock
10+ Lines	Negotiated
Disconnects	SMARTS Clock

UNE - POTS Combinations: [6]	
Basic Local Service – with or without OS/DA (after completion of joint planning process for Switch Elements)	
Flip to CLEC	2 days
New Lines: • Main Line (Residence) • 1-5 Lines (Business) • 1-5 Lines/ ADL (additional line) (Residence) • 6 + lines (After Check for Facilities) • Facility Check	 Smarts Clock Smarts Clock Greater of 5 days/Smarts Negotiated 72 Hours

UNE - Special Services:	
PORTS:	
Primary Rate Interface - ISDN Port New Installation per Port 4+ Ports Migration With Reuse of Facilities • Without Reuse of Facilities •	 20 Days Negotiated 25 Days 20 Days
DS1 DID, DOD, PBX Port Interface New Installation per Port 4+ Ports Migration With Reuse of Facilities Without Reuse of Facilities	 20 Days Negotiated 25 Days 20 Days

[6] Where Bell Atlantic has made UNE- Platform available.

UNBUNDLED ELEMENTS: continued

Product:	*BELL ATLANTIC Interval*
Integrated Digital Loop Carrier	Negotiated
Electronic Key Telephone Port	Negotiated
Coin Telephone Port	Negotiated
SMDI Port	Negotiated
Unbundled Dedicated Trunk Ports, Extended Dedicated Trunk Ports	
New Trunk Group 1-240 trunks (1-10 DS1s)	60 business days
Add to existing groups 1-96 trunks (1-4 DS1s)	30 business days
Number of trunks exceeds above	Negotiated

UNBUNDLED ELEMENTS: continued

Product:	*BELL ATLANTIC Interval*
LOOP Products:	
Digital High Capacity Links:	
(a) 1.544 Mbps (DS1) Links:	
• Facility Check	72 Hours
• Intervals start after facility check:	6 Days 10 DaysNegotiated
• 1-4 Loops 5-9 Loops≥ 10 Links	
(b) 45 Mbps (DS3) Links	
Facility Check	4 Days
1-4 Loops	8 Days
5-9 Loops	12 Days
10+	Negotiated
(c) DS0 M Links Associated with EEL:	
• Facility Check	72 Hours
• Intervals start after facility check:	
• < 10 Links (with facilities)	6 Days
• < 10 Links (without facilities)	12 Days (ECCD+6 Days)
• ≥10 Links	Negotiated
(d) 1.544 Mbps (DS1) M Links Associated with EEL:	
• Facility Check	72 Hours
• Intervals start after facility check:	
• < 10 Links (with facilities)	15 days
• < 10 Links (without facilities)	Negotiated
• ≥ 10 Links	Negotiated
INTEROFFICE FACILITIES Products:	
SS7 A or B/D Links:	Negotiated
EEL Backbone DS1 and DS3	
• 1 - 9 Links	15 Days
• 10 or more Links	Negotiated
Dedicated Interoffice Facilities (DS1, DS3,)	
• Facility Check	72 hours
• Facilities available (Quantity 1-8)	15 Days
• Quantity > 8	Negotiated
• Facilities not available	Negotiated
OC-n Unbundled IOF	Negotiated
EEL:	
DS1/DS3 Transport with MUX or to the End User-	
Facility Check	72 Hours
1-9 Loops	15 Days
10 +	Negotiated
No Facilities	ECCD+15 Days2 Days
Disconnects	
Unbundled Multiplexing (3/1, 1/0)	
Facilities Check	72 Hours
Facilities Available (Quantity 1 – 8)	15 Days
(Quantity 9 +)	Negotiated
Facilities not available	Negotiated
Low Speed (DS1, Voice Grade) Connections from MUX	
Quantity 1-8	15 days from installation of MUX
Quantity >8	Negotiated

AIN:	
Service Mgmnt System/Service Creation - AIN Service Development	Negotiated
CLEC AIN Service Deployment-Mass Mkt	Negotiated
CLEC AIN Service Deployment-Complex	Negotiated
AIN Trigger Access-Line Based/Subscribed Triggers	Negotiated
AIN Trigger Access-Other(Office Based Triggers)	Negotiated

DIRECTORY ASSISTANCE ("DA"):	
CLECs customer's information incorporated into database	2 Days
DA Trunks to TOPS Tandem Provisioning Intervals; • If Facilities are available • If Facilities are not available	 18 Days Negotiated
LINE IDENTIFICATION DATABASE ("LIDB"):	
CLECs customer's information incorporated into database	2 Days
OPERATOR SERVICES:	
Provisioning of FG C-type Modified Operator Services Signaling Trunks: • If Facilities are available: • If Facilities are not available:	 18 Days Negotiated
911/E911 SERVICE:	
CLECs customer's information incorporated into the PS/ALI database	2 Days

RESALE SERVICES:

Basic POTS Services:	*BELL ATLANTIC Interval*
Feature/Service Change (Resale or UNE):	
(a) Basic Features: Call Waiting, Call Forwarding, Speed Calling & 3 Way Calling, All Phonesmart (including Call Blocking, Anonymous Call Rejection, Call Return, and Call Trace), Repeat Dialing, All Business Calling Plans including (Dial A Visit, NY-NJ Corridor, Cents Per Minute, Unlimited Regional Calling), Telephone Number Change or Regrades , PIC Changes, Wire Maintenance Plan (Business) WATS Plans, Disconnect of Feature	
• Received by 3 p.m. (EST) except change of telephone number or regrade	Same day
• Received after 3 p.m. (EST) except change of telephone number or regrade	Next Day
(b) Other Features: Call Answering and Call Answering Enhanced Services Caller ID, Caller ID With Name, Call Waiting ID, Call Waiting ID With Name, Call Manager, Call Manager With Name,	4 days
(c) Remote Call Forwarding, Hunting, , Ultra Forward,	2 days
(d) Suspend, Block or Restore Orders	Same day
(e) Change Listing to Non Pub, Additional Listing, All consumer calling plans	
Received by 3 PM (EST)	Same Day
Received after 3 PM (EST)	Next Day
(f) Voice Dialing	3 Days
(g) Distinctive Ringing	1 Day
(h) Disconnect Orders: (Translation change - no dispatch)	Same Day
Change Existing Account to CLEC Resale Account: Residence or Business Lines, including Analog Centrex, and PBX trunks	
(a) Change existing Account to Resale	Same Day
New Lines: Residence or Business Lines, and Analog Centrex	
• New Line (Residence) 1-5 line, No cut Through or Left in Dial Tone	Smarts Clock
• Main Line (Residence) Cut Through-Yes or Left in Dial Tone-Yes	
• Received before 12:00 Noon (EST)	Next Day
• Received after 12:00 Noon (EST)	2 Days
• 1-5 Lines (Business)	Smarts Clock
• 1-5 lines or ADL (Residence)	Greater of Smarts/5 Days
• 6 + lines (Residence- After Check for Facilities)	Negotiated
• Facility Check	72 Hours
• 6 – 10 lines (Business- After Facility Check/ Availability)	Greater of Smarts/5 Days
• 11 – 20 lines (Business- After Facility Check/ Availability)	Greater of Smarts/7 Days
• 21+ lines (Business- After Facility Check/ Availability)	Negotiated
• Facility Check	72 Hours

RESALE SERVICES:

Product:	*BELL ATLANTIC Interval*
ISDN - 2 wire digital	
(a) Local:	
• 1 – 12 lines	8 days (6 lines or more Facility Check Required)
• Over 12 lines (After Check for Facilities)	Negotiated
• Facility Check	72 Hours
• Disconnect	5 days
• PIC Change	3 days
• Telephone Number/SPID Change	5 days
• Point to Multi-Point	5 days
• Hunting	5 days
• Non-Standard Configuration Group Change	58 days
(b) Virtual:	
• 1 – 12 Lines	12 days (6 or more Facility Check Required)
• Over 12 Lines	Negotiated
• Disconnect	5 days
• PIC Change	5 days
• Telephone Number/SPID Change	5 days
• Point to Multi-Point	8 days
• Hunting	8 days
• Non-Standard Configuration Group Change	8 days

Resale continued:

Product:	*BELL ATLANTIC Interval*
PBX Trunks • 1 – 12 circuits • 13 – 24 circuits • 25 – 38 circuits • 39 – 50 circuits • Over 50 circuits Note: As of 7/1/99, Facility Check required for quantity of 6 services or more before interval can be granted.	 9 days 14 days 18 days 22 days negotiated
DID Trunks:	
• 1 - 8 Trunks • Over 8 Trunks Note: As of 7/1/99, Facility Check required for quantity of 6 services or more before interval can be granted.	14 days negotiated
Disconnect Orders - dispatch required:	Smarts Clock

Special Services:	
Analog Private Line : • 1 - 12 circuits • 13 - 24 circuits • 25 - 38 circuits • 39 - 50 circuits • Over 50 Note: As of 7/1/99, Facility Check required for quantity of 6 services or more before interval can be granted.	 9 days 14 days 18 days 22 days Negotiated
DDS 11	
• 1-4 circuits • 5-8 circuits • 9-12 circuits Note: As of 7/1/99, Facility Check required for quantity of 6 services or more before interval can be granted.	12 days 17 days 21 days
Dovpath	12 days
Flexpath	15 days
Fractional T1 Copper	24 days
Fractional T1 Fiber	22 days
Frame Relay	See DDS 11, Fractional T1or Superpath
Infopath	12 days
Intellidial	5 days
Inside Moves • 1-8 circuits • 9-12 circuits • 12+ circuits	 5 days 7 days negotiated
Disconnects • leg or point on multipoint • 1-12 circuits • 13-24 circuits • 25-50 circuits • 50+ circuits	 5 days 5 days 6 days 8 days negotiated

Resale continued:

Product:	*BELL ATLANTIC Interval*
Other Special Services	
• Privare Line with 27M	8 days
• Pulsenet	3 days
• Superpath 1-4 circuits (fiber ready location)	7 days
• Superpath 1-4 circuits	12 days
• Switchway Low Speed Data	12 days
• LADS	12 days
• Intellipath	See POTS
Digital Centrex (new) Note: As of 7/1/99, Facility Check (72 hours) required for quantity of 6 services or more before interval can be granted.	
• 4 -20 lines	10 days
• 21-50 lines	min 15 days or negotiated
• 51+ lines	min 20 days or negotiated
• 4 -20 lines w/ call answering	12 days
• 21-50 lines	min 15 days or negotiated
• 51+ lines	min 20 days or negotiated
• 4-20 lines w/call processing	15 days
• 21-50 lines	min 20 days or negotiated
• 51+ lines	min 25 days or negotiated
• 4 -20 lines w/ info mailboxes	15 days
• 21-50 lines	min 20 days or negotiated
• 51+ lines	min 25 days or negotiated
• all optional features 4-20 lines	10 days or above interval
• 21+ lines	negotiated
• Nova Centrex	POTS Intervals
ISDN - Primary Rate (1.54 Mbps)	
• Per Port	20 days
• 4+ Ports	Negotiated
• PIC Change	12 days
• Centrex w/ISDN	add 2 days to centrex interval
Digital High Capacity services:	
(a) 1.544 Mbps (DS1) Service:	
• Facility Check	72 Hours
• Intervals start after facility check:	7 days
• ≤ 10 DS1s (with facilities)	12 days
• ≤ 10 DS1s (without facilities)	Negotiated
• > 10 DS1s	
(b) 45 Mbps (DS3) Service	Access NY only 1-4: 8days, 5-9 12days, 10+ Neg
Foreign Exchange Services:	
• Any Quantity	15 days
• w/ CENTREX and ISDN	12 days, Centrex Interval plus 2 days
Note: As of 7/1/99, Facility Check required for quantity of 6 services or more before interval can be granted.	
• Off Premise Extension	5 Days
• Telephone Answering Service	Smarts Clock

Note: Requests for 6 lines or more require a facility check.
For 6-9 lines, facility reply to customer within 24 hours. For 10 or more lines, facility reply to customer within 72 hours. If facilities are available, apply the standard interval. If NO facilities are available, the interval is based on the facility availability date plus the standard interval. If the facility check is inconclusive, apply a 10 business day or product interval, whichever is longer.

Note:

1. *All Days are business days*
2. *SMARTS Clock is a system that analyzes work required on an order and compares it to available work forces. Local supervisors input the work force availability on a daily basis in advance. The SMARTS Clock fills up a day's schedule on a first in first out basis until 90% of available force is scheduled. The available work force works both maintenance and installation. Reseller and network element order are in the same queue as the Telephone Company's end users. Intervals can be as short as one day and in most cases, less than five days.*
3. *Negotiated Intervals are dependent on force and facility availability and complexity of services.*

Telecom Industry Services

CLEC Interconnection Trunking Forecast Guide

February, 1999

Introduction

Introduction	The purpose of this CLEC Interconnection Trunking Forecast Guide and attached documents is to provide guidelines for the formats and language to be used in exchanges of forecast information between CLECs and Bell Atlantic. **These guidelines in no way supersede any established or future Interconnection Agreements between Bell Atlantic and individual CLECs.** The Bell Atlantic CLEC Interconnection Trunking Forecast Process is an interactive planning process between the CLECs and Bell Atlantic. This recommended process represents a work in progress and may be modified as appropriate.
Initial Implementation	The Trunk Forecasting Process was implemented to meet the requirements of Bell Atlantic's forecasting and capital budget process.
Evaluation	The Trunk Forecasting Process will be monitored by Bell Atlantic with input from all CLECs to evaluate the success of the forecast process.

CLEC Interconnection Trunking Forecast Process

Why Do We Need Forecasts?	1. To ensure that trunk groups do not exceed their design blocking thresholds. 2. To ensure adequate infrastructure planning to meet customer service requirements within standard intervals. 3. CLECs and Bell Atlantic analyze forecast information in order to: • Design optimum network infrastructure. • Prioritize and allocate limited capital funds for next year's switching, transport and OSS projects. • Allocate expense budgets and human resources.
Impact of Unforecasted Demand	Unforecasted Demand Forces: • Blockage that exceeds design blocking thresholds. • Redesign of infrastructure network in various areas. • Sub-optimization of planned aggregate infrastructure. • Reallocation of funds for infrastructure. • Reprioritizing, rescheduling, or cancellation of planned projects. • Reallocation of human resources.

When Will This Trunk Forecast be Provided?	On a semiannual basis, CLECs will be requested to provide Bell Atlantic with at least a two year detailed forecast of its traffic and volume requirements for all CLEC Interconnection Trunking. This should include requirements for both new growth and change in volumes. **This forecast must be provided on February 1st and August 1st each year.** To facilitate the forecast, Bell Atlantic's TIS Account Team will send out a letter with a 3.5Mb diskette (with an attached BA Excel forecast spreadsheet) to each CLEC
How will feedback be provided on the process?	Bell Atlantic will review the forecast and provide feedback to individual CLECs as appropriate. A CLEC or Bell Atlantic can also request a meeting to discuss the forecast process.
Degree of Confidence	The CLEC should strive to provide Bell Atlantic with a high degree of accuracy. The remarks section of the forecast template should be used to identify high priority requirements and indicate special considerations. Bell Atlantic may use the remarks as a guide for discussions at joint meetings.
Distribution of the Official Forecast	Forecasts will only be made available to those parties within Bell Atlantic with a need to know and will be in compliance with the appropriate Interconnection Agreements. For example, Bell Atlantic-Telecom Industry Services, Bell Atlantic - Network Forecasting and Network Provisioning groups. Individual CLEC forecasts will not be shared with other CLECs or Bell Atlantic Retail.
How should each party provide feedback to the other of a spike in demand/project that is Unforecasted for the current year?	Each party will notify the other when they project a significant short term spike in demand which has the potential to impact infrastructure and/or workforce balance. This notification will be done via letter to the other party (ex. CLEC obtains a new ISP) via the respective account managers. A copy may be sent to the appropriate provisioning group in Bell Atlantic. For example, significant changes can include : • A new CLEC POI • Advancing or delaying significant trunk requirements from one year to another • Unforecasted trunking requirements • New Switch
Joint Network Planning Reviews	May be called by either party as required. These meetings will include engineering representatives from each party. May include discussions on changes in POI, additional transport requirements, additional trunking requirements, significant advances or delays in requirements from one year to another.

CLEC Interconnection Trunking Forecast Guide

Forecast Template Field Definitions

Header Section

1. **CLEC Name:**

   DEFINITION: This field identifies the Telecommunications Carrier issuing the trunk forecast.

   EXAMPLE: ABC Telecom

2. **Forecast Issue Date:**

   DEFINITION: This field identifies the date the trunk forecast is issued by the Telecommunications Carrier.

   EXAMPLE: 2/1/98

3. **Issued By:**

   DEFINITION: This field identifies the name and the title of the person issuing the Forecast for the CLEC.

   USAGE: This information will be used by Bell Atlantic to contact the CLEC if additional information concerning the forecast is required.

   EXAMPLE: Jane Doe, Network Manager

4. **Reach Number:**

   DEFINITION: This field identifies the Telephone Reach Number of the CLEC employee who originated this trunk forecast. The field should contain a three-digit area code, three-digit exchange, and a four-digit line number.

   USAGE: This information will be used by Bell Atlantic to contact the CLEC if additional information concerning the forecast is required.

   EXAMPLE: 1-800-555-1212

5. **LATA:**

   DEFINITION: This field indicates the LATA which the trunk group(s) forecast will serve. A separate forecast template should be prepared for each LATA for which the CLEC is providing trunk forecasts.

   USAGE: This information will be used to distribute the forecasts to appropriate personnel within Bell Atlantic.

   EXAMPLE: 132

Trunk Group Specific Section

6. **ACTL (Access Customer Terminal Location / POI (Point of Interface):**

DEFINITION: This field identifies the CLLI Code of the Terminal Location / POI of the CLEC providing the IntraLata Service. If the CLEC does not have a CLLI Code for a particular ACTL / POI, the CLEC should contact their Bell Atlantic account manager to obtain a code prior to the submission of the trunk forecast.

USAGE: This field identifies the physical drop-off point of traffic to the CLEC.

EXAMPLE: GRCYNYAANMD

7. **TSC (Two Six Code) / NEW:**

DEFINITION: This field identifies the unique number assigned to the Trunk Group by Bell Atlantic. **For new trunk groups, indicate "New" in the field.**

USAGE: This field assures that Bell Atlantic and the CLEC are referencing the appropriate trunk group.

EXAMPLE: AQ123456

8. **BELL ATLANTIC CLLI:**

DEFINITION: This field is the eleven (11) character CLLI (Common Language Location Identification) Code of the Bell Atlantic switch.

USAGE: The CLLI identifies the Bell Atlantic switch in unique terms.

EXAMPLE: GRCYNYCG02T

9A. **TO (Traffic Origination)**

DEFINITION: This field is used to identify the direction of traffic for each trunk group between Bell Atlantic and the CLEC.

USAGE: The following codes should be used. **BA**= Traffic originates with Bell Atlantic, **CL**= Traffic originates with CLEC, **2W** = Two Way Traffic

EXAMPLE: BA, CL, 2W

9. **DS (Direction and Type of Signaling)**

DEFINITION: This field is a two character code which identifies the direction of traffic movement for trunk groups and the type of pulsing signals between the Bell Atlantic and CLEC location. Refer Bellcore standard XXX for a complete list of definitions. The following table represents the most common selections:

DS	Description
MM	Two way MF pulsing
-M	MF pulsing from CLEC to Bell Atlantic
M-	MF pulsing from Bell Atlantic to CLEC
77	Two way SS#7 pulsing
-7	SS#7 pulsing from CLEC to Bell Atlantic
7-	SS#7 pulsing from Bell Atlantic to CLEC

USAGE: This field is required to help identify the components necessary to build the trunk group.

EXAMPLE: MM

10. **CLEC SWITCH CLLI:**

DEFINITION: This field is the eleven (11) character CLLI code of the CLEC Switch.

USAGE: The CLLI identifies the CLEC switch in unique terms.

EXAMPLE: GRCYNYAADS0

11. **INTERFACE TYPE (Point of Interconnection)**

DEFINITION: This element describes the Interface Group desired for this traffic. These Groups relate to the CLEC POI Interface Groups for Switched Access Service.

Interface Type	CLEC/Bell Atlantic Point of Interconnection
DS1	DS1 Level High Speed Digital (1.544 MBPS)
DS3	DS3 Level High Speed Digital (44.736 MBPS)

USAGE: This field is required on all documents.

EXAMPLE: DS1

12. **56 KB or 64 Clear Channel:**

DEFINITION: This field defines the requirement for either 56KB or 64 clear channel on this trunk group.

USAGE: This field is required to help identify the components necessary to build the trunk group.

EXAMPLE: 56 or 64

Current Year Trunk Requirements

13. **Trunks In-Service As Of Forecast Issue Date:**

DEFINITION: This field identifies the number of **DS0** trunks In Service for this trunk group as of the date of the forecast.

USAGE: This information gives Bell Atlantic evaluates the starting point for this forecast.

EXAMPLE: 192

14. **1Q FCST, 2Q FCST, 3Q FCST, 4Q FCST:**

DEFINITION: These fields indicate the cumulative trunk quantity forecasted for each quarter of the current year. Quantities indicate end of quarter requirements. As quarterly updates are provided, fields for past quarters should be used to indicate actual in-service amounts.

USAGE: This information will identify any changes in requirements for the current year.

EXAMPLE: 192 Trunks (Only the number of DS0 trunks required)

Trunk Forecast Requirements - Current Year + 1

15. **1Q, 2Q, 3Q, 4Q:**

DEFINITION: These fields indicate the cumulative trunk quantities forecasted to be required for the First Future Year (Current Year +1) by quarter for that year. Quantities indicate end of quarter requirements.

USAGE: This information provides and indication of timing as well as volumes for the forecast year.

EXAMPLE: 216 Trunks (Only the number of DS0 trunks required)

16. **Trunk Forecast Requirements - Current Year + 2 :**

DEFINITION: This field indicates the cumulative trunk quantities forecasted to be required for the second future Year (Current Year +2) as of the end of the year.

USAGE: This information provides volumes for the forecast year.

EXAMPLE: 216 Trunks (Only the number of DS0 trunks required)

Other

17. **REMARKS:**

DEFINITION: This field is used to expand upon/clarify-forecast data for each trunk group. It should be used to identify the sizing and timing of major projects, major shifts in demand, new switches etc.

USAGE: This field should be used to identify high priority requirements and other forecast items to be included in correspondence and discussions with Bell Atlantic.

EXAMPLE: Will be establishing new POI in late in year 2000.

Telecom Industry Services

Collocation Forecast Guide

February 1999

Introduction

Introduction	The purpose of this CLEC Collocation Forecast Guide and attached exhibits is to provide guidelines for the formats and language to be used in exchanges of collocation forecast information between CLECs and Bell Atlantic. **These guidelines in no way supersede any established or future Interconnection Agreements between Bell Atlantic and individual CLECs. These guidelines in no way supercede any regulatory orders or tariff provisions related to collocation.** The development of the CLEC Collocation Forecast process is a collaborative initiative between CLECs and Bell Atlantic. It is being developed in an effort to improve the network planning process for CLECs and Bell Atlantic. In addition to network planning, another goal of the process is to improve the quality and timeliness of industry information regarding space availability in particular Bell Atlantic Central Office locations. The design of the Guide is based on the successful New York CLEC Interconnection Trunk Forecast Guide. This recommended process may be modified as appropriate.

CLEC Collocation Forecast Process

Why are forecasts required?	To ensure adequate infrastructure planning to meet customer service requirements within standard intervals. CLECs and Bell Atlantic analyze forecast information in order to: • Design optimum network infrastructure. • Prioritize and allocate limited capital funds for future projects. • Allocate expense budgets and human resources.
Impact of unforecasted demand	Unforecasted collocation demand causes: • Delays in cage construction. • Delays in meeting power requirements. • Delays in conditioning space in Central Offices. • Reallocation of capital funding for buildings work. • Excessive expense for unplanned construction. • Reprioritizing, rescheduling, or cancellation of planned projects. • Reallocation of human resources.
When will this collocation forecast be provided to Bell Atlantic?	On a semi-annual basis, CLECs will be requested to provide Bell Atlantic with a two year detailed forecast of its physical and virtual collocation requirements. This should include requirements for new growth, changes from previously provided forecasts and deletions from previously provided forecasts. **This forecast must be provided no later than February 1st and August 1st of each year in accordance with the Bell Atlantic Telecom Industry Services semi-annual forecast cycle. To the extent that a CLEC has significant modifications to a previously provided forecast, or is a new entrant, out-of-cycle forecasts will always be accepted by Bell Atlantic and will be used for planning purposes.** To facilitate CLEC collocation forecasts, Bell Atlantic's TIS Account Team will send CLECs a forecast request letter along with a floppy diskette which will contain a collocation template.
How information	CLECs may request meetings with Bell Atlantic to discuss the collocation process.

will be provided?	Information on available space in Bell Atlantic Central Offices will be provided via the TIS web site.
Are there special requirements for virtual collocation?	It is important to identify the type of virtual collocation equipment that will be deployed. This will enable Bell Atlantic to plan for any provisioning or training requirements for non-standard equipment. See template instruction #17 and the attached exhibits.
Degree of confidence	The CLEC should strive to provide Bell Atlantic with a high degree of accuracy in the timing, location and sizing of collocation projects. Special attention should be paid to the information provided for Year 1, in accordance with a forecasting carrier's current business plan.
Distribution of the official forecast	Forecasts will only be made available to those parties within Bell Atlantic with a need to know. For example, Bell Atlantic-Telecom Industry Services, Bell Atlantic-Network Forecasting and Bell Atlantic-Network Provisioning groups will be receiving this forecast information. Individual CLEC forecasts will not be shared with other CLECs or Bell Atlantic Retail Marketing organizations.
How should each party provide information to the other regarding an out-of-cycle change in demand that is not forecasted in the current Feb 1st or Aug 1st view?	During the time period between forecast cycles, each party will notify the other when they project a significant change in demand that has the potential to impact infrastructure and/or workforce balance. Special attention should be paid to changes in a Year 1 forecast. Notification from CLECs, via E-mail and hard copy, should be directed to the respective Bell Atlantic Account Manager and Bell Atlantic Collocation Project Manager Examples of changes can include : • A new CLEC requirement for physical or virtual collocation. • A change in "Application" or "In Service" month or year • A deletion of previously forecasted demand. • A change in the status of a Bell Atlantic Central Office.
What should a CLEC do if there is no change in a forecast provided six months earlier?	The CLEC should always send their most recent forecast to Bell Atlantic. If there are no changes, the CLEC should simply re-send the document and provide an affirmative statement that there are no changes to the previously provided forecast. The affirmative statement will eliminate confusion and save time for all parties.
Joint network planning reviews	May be called by either party as required. These meetings will include network operations and/or project management representatives from each party. These reviews may be scheduled to discuss the significant forecast changes cited above.

Forecast Template Field Definitions

Header Section (See Exhibits for examples)

1. **Company Name:**

   DEFINITION: This field identifies the Telecommunications Carrier (CLEC) issuing the collocation forecast.

   USAGE: Used by Bell Atlantic to identify individual carrier forecasts.

   EXAMPLE: ABC Telecom

2. **Company Contact Person:**

   DEFINITION: This field identifies the individual at the Telecommunications Carrier responsible to submit the forecast and act as a contact person for Bell Atlantic.

   USAGE: This information will be used by Bell Atlantic to contact the CLEC if additional information concerning the forecast needs to be communicated.

   EXAMPLE: Jane Doe

3. **Company Contact Person Telephone Number:**

   DEFINITION: This field identifies the telephone number of the contact person.

   USAGE: This information will be used by Bell Atlantic to contact the CLEC if additional information concerning the forecast needs to be communicated.

   EXAMPLE: 212-555-1234

4. **Bell Atlantic Account Manager:**

   DEFINITION: This field is used to identify the name of the Bell Atlantic Account Manager assigned to the Telecommunications Carrier providing the forecast.

   USAGE: This information will be used by the CLEC and by Bell Atlantic to insure that the forecast is forwarded to the appropriate individual in Bell Atlantic.

   EXAMPLE: Tom Dreyer

5. **Date of This Forecast**

DEFINITION: This field is used to identify the date on which the current forecast is being submitted.

USAGE: This information will be used by Bell Atlantic to distinguish the current view from previously provided forecast information.

EXAMPLE: August 1, 1999

6. **Date of Previous Forecast**

DEFINITION: This field is used to identify the most recent CLEC provided forecast date.

USAGE: This information will be used by Bell Atlantic to identify Adds, Changes and Deletions to previously forecasted information.

EXAMPLE: August 1, 1998

Collocation Specific Section

7. **Request Number:**

DEFINITION: This field is used to numerically identify each individual request that appears on the forecast template.

USAGE: This information will be used by Bell Atlantic to identify and refer to individual forecast requests.

EXAMPLE: 1, 2, 3 etc.

8. **State:**

DEFINITION: This field identifies the state for which the forecast is being made.

USAGE: This information will be used by Bell Atlantic to sort and to aggregate demand forecast data by state.

EXAMPLE: NY

9. **LATA:**

DEFINITION: This field identifies the LATA for which the forecast is being made.

USAGE: This information will be used by Bell Atlantic to sort and to aggregate demand forecast data by LATA.

EXAMPLE: 132

10. **City/County**

DEFINITION: This field identifies the city or county for which the forecast is being made.

USAGE: This information will be used by Bell Atlantic to sort and to aggregate demand forecast data by city and/or county.

EXAMPLE: Manhattan

11. Central Office CLLI Code

DEFINITION: This field identifies the eight- (8) character CLLI (Common Language Location Identifier) code of the specific central office for which the forecast is being made.

USAGE: This information will be used by Bell Atlantic to sort and to aggregate demand forecast data by Bell Atlantic central office.

EXAMPLE: NYCMNY42

12. Quantity:

DEFINITION: This field identifies the quantity of offices the CLEC expects to apply for in a specific state, LATA, city or county when the CLEC has not yet determined the specific central offices where they will apply for collocation. If a specific CLLI code is supplied, this field will always be one (1).

USAGE: This information will be used by Bell Atlantic to aggregate demand by state, LATA, city/county when the CLEC is unsure of the exact offices that will be applied for.

EXAMPLE: 5

13. Application Month:

DEFINITION: This field identifies the month in which the CLEC plans to submit the application for collocation. The year that the application will be submitted is the forecast year shown at the top of the template, for example "1998". A separate template is required for each forecast year

USAGE: This information will be used by Bell Atlantic to sort and aggregate forecast demand data by application month.

EXAMPLE: August 1999

14. Requested In-Service Month

DEFINITION: This field identifies the month in which service is required. Requested In-service month is based upon the appropriate provisioning intervals and/or tariff provisions in specific jurisdictions and is dependent on what type of collocation is being requested.

USAGE: This information will be used by Bell Atlantic to sort and aggregate demand forecast data by requested In-Service month. Note: "In Service" month refers to the point in time when the collocation project is completed, turned over to the CLEC and capable of being occupied. For Year 2 an attempt should be made to provide as much detailed information as possible. General information will be accepted for planning purposes.

EXAMPLE: January 1999

15. Type of Collocation (Physical or Virtual)

DEFINITION: This field identifies the type of collocation the CLEC plans to apply for.

USAGE: This information will be used by Bell Atlantic plan collocation space.

EXAMPLE: Physical

16. New Arrangement or Augment to Existing

DEFINITION: This field identifies whether the CLEC will be requesting a new collocation arrangement or is planning to augment an existing arrangement. Augments include expansions of existing cages, additional power requirements or additional cabling (DS1, DS3's, SVGAL etc.)

USAGE: This information will be used by Bell Atlantic to account for collocation requirements in planning collocation space, power plant growth, etc.

EXAMPLE: Power Augment

17. Floor Space in Sq. Ft. (Physical only)

DEFINITION: This field identifies the amount of square footage that will be requested for new physical collocation requests or expansion requests to existing arrangements. This field is not applicable when requesting virtual collocation.

USAGE: This information will be used by Bell Atlantic to plan collocation space.

EXAMPLE: 100 Sq. Ft.

18. Type of Equipment (Virtual Only)

DEFINITION: This field identifies the high level description of the type of equipment the CLEC will request to have installed in the virtual collocation arrangement. This information may also be supplied for physical collocation requests, but is not mandatory.

USAGE: Bell Atlantic will use this information for the planning of virtual collocation space requirements

EXAMPLE: OC48, SLC2000

19. Forecast Update Code

DEFINITION: This field categorizes the entry based on previously forecasted information.

USAGE: Bell Atlantic will use this information to synchronize new forecast entries with previously provided forecasts and collocation applications.

EXAMPLE: For an "Add" not previously forecasted enter "A"
For a "Change" to a previous forecast enter "C"
For a "Delete" to a previous forecast enter "D"